

POSITION DESCRIPTION

Public Affairs Assistant (Alumni and Youth Outreach Coordinator)

The U.S. Mission in Kuwait is seeking an eligible and qualified applicant for the position of Public Affairs Assistant (Alumni and Youth Outreach Coordinator) to work in the Public Affairs Office.

BASIC FUNCTION OF THE POSITION:

Under the supervision of the CAO and in consultation with the ECA Alumni Coordinator in Washington, develop and implement an outreach plan for alumni of USG-funded exchange programs and graduates of U.S. universities. Work with ECA to maintain a database of alumni groups to facilitate alumni engagement. Design and conduct activities, including national alumni gatherings, sector-focused seminars with Mission personnel, and alumni-led program initiatives. Cultivate relationships with alumni. Work with Education USA advisor to target U.S. university graduates for alumni events and to facilitate the establishment of an alumni association.

DUTIES INCLUDE:

1. ENGAGE ALUMNI COMMUNITIES:

- Develop a Mission-wide network of USG exchange alumni for direct program engagement to form a sustainable and inclusive alumni community.
- Promote alumni social networking, news, and achievements to create a vibrant community and demonstrate the positive impact of USG-funded programs.
- Work with contacts at the Ministry of Higher Education and ECA to cultivate a network U.S. graduates for the purpose of conducting networking events.
- Work with CAO and IO to program alumni for media appearances, including print and broadcast media to discuss their USG-funded exchange experience.

2. PLAN AND IMPLEMENT ALUMNI EVENTS

- Plan and implement alumni outreach programs and activities to help connect Mission personnel to key alumni, reinforce the exchange experience for alumni, and provide opportunities for personal and professional growth in leadership, project management, community service, and other areas.
- Plan at least one large networking event each year to bring together Mission personnel and exchange alumni participants in government, economic, social, ESTH, law enforcement, and security sectors, among others.
- Cultivate alumni contacts with Kuwait-based alumni groups of American universities.

3. OUTREACH STRATEGY AND DATABASE

- In close cooperation with PAO and CAO, and the ECA Alumni Affairs Office, develop and implement a Mission-specific alumni outreach strategy that supports Mission goals and the Public Diplomacy Implementation Plan.
- Update and maintain country-specific alumni records in the ECA Alumni Archive Database and Mission Goldmine Database. Ensure the accuracy of key database records, and include biographical information that allows for sector-based and other differential programming.
- Support Pol/Econ reporting lines of effort on human rights, economic development, women's empowerment, and other areas by connecting selected alumni with corresponding reporting officers. Provide contact information for incoming officers on USG exchange alumni in their portfolio areas.
- Work with alumni to create engagement opportunities for Embassy Speakers at their organizations.

4. RESOURCE ALUMNI COMMUNITIES

- Cultivate selected groups of alumni as potential grant recipients and as partners for the Alumni Innovation Engagement Fund (AIEF), the ECA annual call for alumni funding proposals, and other R funding opportunities.
- Leverage alumni as informed sources to support Mission objectives (e.g., provide briefing info to new officers, poll alumni on policy questions/proposed initiatives, hold focus groups for local reaction to USG policies, support Education USA outreach activities).

5. Other duties as identified by PAO and CAO.